

2 November 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Total Immersion Program Report

STATINTL After two-weeks of intensive training, it can be said that the Russian program [] is meeting our expected goals. The pace, too fast perhaps at the beginning, has now become more routine, with students speaking the language well over 12 hours a day and motivation remaining high. There is much evidence of improvement in fluency and confidence among the students. The program is scheduled to end on Friday, 16 November.

B. Chinese Language Course

The faculty for Chinese study and several other interested staff members of the Language Learning Center attended a presentation at the Foreign Service Institute by an FSI instructor who recently spent six weeks in the Peoples Republic of China looking into the changes that have taken place in the language of the Mainland. There is considerable discussion at FSI about these changes, which is part of the impetus behind the proposed interagency project to develop a new course in Chinese -- a project in which OTR is planning to participate rather substantially.

C. COS/WH Conference

STATINTL The Conference of Chief of Stations from the Western Hemisphere Division ends today [] STATINTL []. Forty-eight officers were present Monday, opening day, with an additional 15-20 guests joining the conferees during the remainder of the time.

D. Foreign Affairs Executive Seminar

The Seminar got under way on Monday, with seven CIA participants among the group. The seven represent the four Directorates: DDO-1; DDM&S-3; DDI-2; and the DDS&T-1.

E. Recognition for a Career Trainee

[redacted] of the July 1973 CT Class, now on interim assignment in OCI, has been serving as a regular member of the DDI's Middle East Task Force. [redacted] has been given high praise by his supervisor for contributions to the group, particularly for articles on the current crisis.

F. New Program on Metric Conversion

In response to our sending announcements to 15 components in the Agency, the Office of Communications has enrolled one of its officers in the new, three-day program on "Planning for Metric Conversion", being given at George Washington University beginning 30 October. The course is designed to guide managers, engineers, and technicians in preparing for changes incident to conversion to the metric system and "with minimum cost and inconvenience to the Government." We believe the course will be more of an attraction in the ensuing months and have asked the OC officer to give us a comprehensive critique of the session so that in future announcements we will be able to include more substantive information.

II. Upcoming Developments

A. Managerial Seminars for the Office of Weapons Intelligence

In response to a request from OWI, we have prepared a three-day program on management training addressed to OWI's officers at middle-grade and GS-15 level. The program follows their intended requirements and thus is concentrated heavily on behavioral science, management by objectives, and various aspects of leadership. As agreed, this will be an experiment, and if it is an answer to OWI's needs, plans call for at least two other seminars beginning in early 74. The first seminar is scheduled from 11-13 November and will be held [redacted]

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B. Management By Objectives: CSC and AMA Course

In OTR's Weekly Report of 19 October we noted interest in the course on management by objectives, citing our attempt to have all current applicants attend the CSC's course given locally. Unfortunately, we were able to get only two spaces for the CSC course. With the next session not to be given until February 74, and with the apparent restriction on spaces by the CSC, NPIC is going through with its plans to send three officers to the American Management Association's course to be given in Chicago at the end of November.

C. EEO Film to be Shown for OTR

OTR will be showing the film on "Eye of the Storm" to its employees on Monday, 5 November. The first showing is scheduled at 2 p.m.

Alfonso Rodriguez
Director of Training

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